



HRBEN BENEFITS ADMINISTRATION

Chapter 14 Generate Benefits Reports

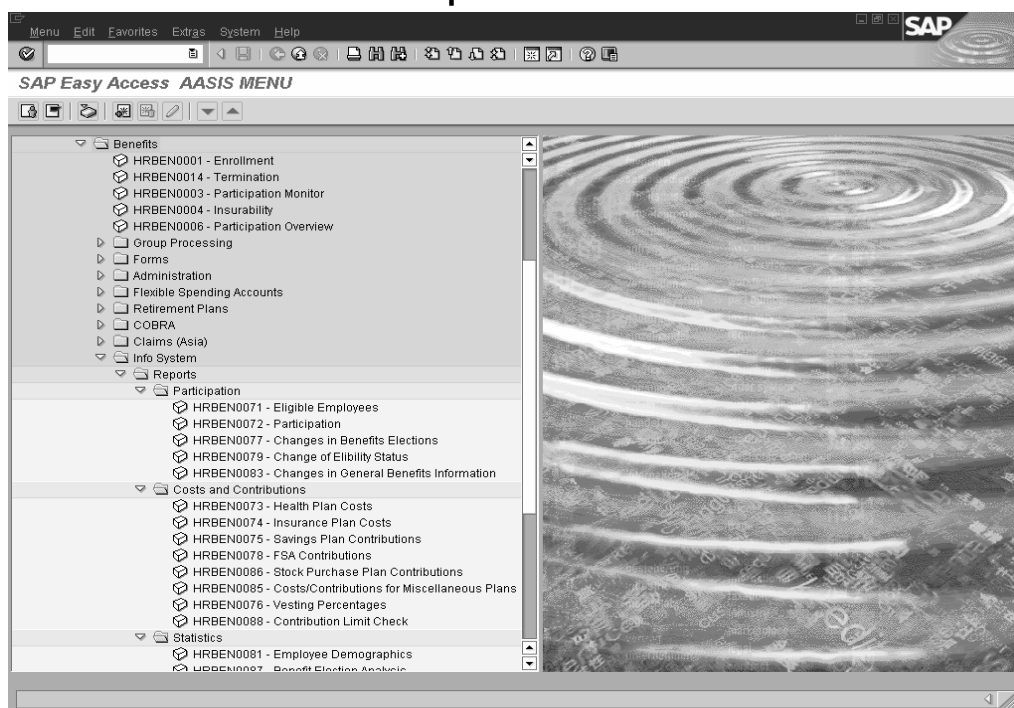


Generate Benefits Reports

Report	Transaction
Eligible Employee Report	HRBEN0071
Change in Eligibility Report	HRBEN0079
Changes in Benefit Elections Report	HRBEN0077
Participation Report	HRBEN0072
Verification of Dependent Coverage Report	ZDEP
Health Plan Cost Report	HRBEN0073
Insurance Plan Cost Report	HRBEN0074
Participation Monitor Report	HRBEN0003
APERS Not Eligible Report	ZDRP
Deduction/Arrears Report	ZPYUSR0003
Time Evaluation Message Display Report	PT_ERL00
Headcount Changes Report	S_L9C_94000095



Report Tree



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July '04, Revised to V5.0

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Report Tree

The Report Tree organizes the reports available in the Benefits Administration infosystem in a structured format.

There can be different report trees for different areas, like logistics and the nodes of each report tree can offer different reports.

The reporting functionality allows you to perform the following activities:

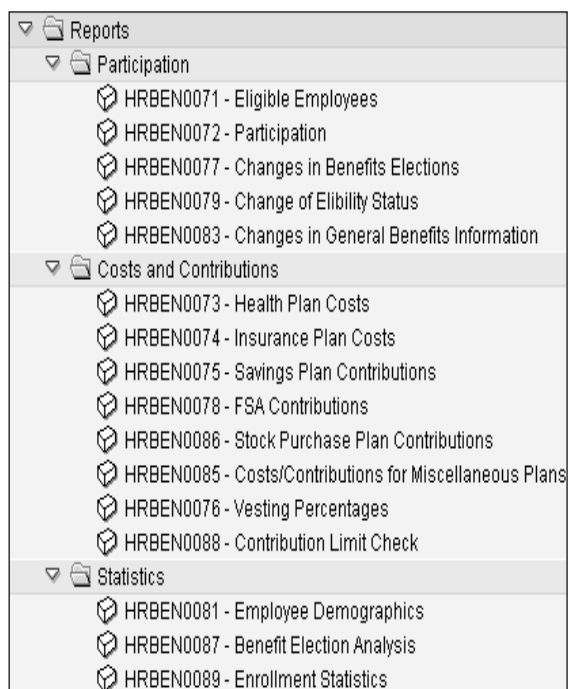
- Start reports online and in the background
- Save report output as lists or send items via email
- Select a report variant



Benefits Reporting Tree

There are various ways to access Benefit Reports in the system such as:

**Menu path: Human Resources
> Personnel Management >
Benefits > Info System >
Reports**



Report Tree

In the AASIS System, there are a number of report trees, and the nodes of each report tree can offer any number of reports and pre-generated lists.

Example Reports

The following are a few of the Benefits reports that are available from the Report Tree:

- Eligible Employees
- Changes in Eligibility
- Changes in Benefits Elections
- Participation
- Health Plan Costs
- Insurance Plan Costs



Demonstration

- Eligible Employee Report

Human Resources > Personnel Management >
Benefits > Info System > Reports >
Participation > Eligible Employees
(**HRBEN0071**)

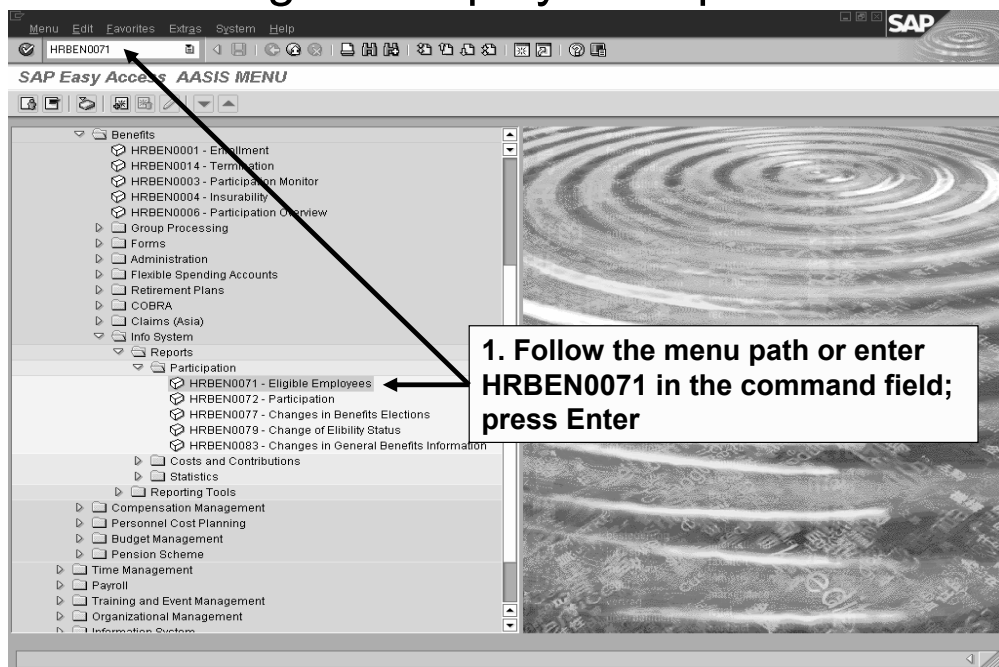


Note: The roles that have authorization to generate this report are:

- CLJ/Agency Employee Benefits Management
- State/CLJ/Agency Employee Benefits Specialist



Eligible Employee Report





Eligible Employee Report

The screenshot shows the SAP 'Eligible Employees' report interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main area is titled 'Eligible Employees' and contains several input fields and buttons. A callout box labeled '2. For Period selection, choose the appropriate radio button' points to the 'Key date' section, which has radio buttons for 'Today' (selected) and 'Other keydate', and a 'Key Date' text field. Another callout box labeled '3. To check on a specific employee or a range of employees, enter the appropriate personnel numbers' points to the 'Personnel number' field, which contains the number '7'. Below this is an 'Additional selection' section with fields for 'Benefit area' (set to 'US'), '1st Program Grouping', '2nd Program Grouping', and 'Benefit plan'. A 'Further selections' button is located at the top left of the main area. A 'Note' box at the bottom left explains that clicking 'Further Selections' runs the report using other selected field areas.

Program Edit Goto System Help

Eligible Employees

Further selections Search helps

Key date

☒ Today
☐ Other keydate
Key Date

Selection

Personnel number 7

Additional selection

Benefit area US
1st Program Grouping
2nd Program Grouping
Benefit plan

2. For Period selection, choose the appropriate radio button

3. To check on a specific employee or a range of employees, enter the appropriate personnel numbers

Note: You may click on **Further Selections** to run the report using other selected field areas.

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Note: Provide any other optional information to shape your results. See BPP for more information.



Eligible Employee Report

Program Edit Goto System Help

Further selections Search helps Org. structure

Key date
Today
Other keydate

Key Choose Selection Fields

Selection options
Personnel area
Employee group
Employee subgroup
Payroll area
Administrator group
Payroll administrator
Personnel administrator
Time recording administrator
Pers. area/subarea/cost center
Employee group/subgroup

Selection fields
Personnel number

Note: Choose any Select field area by clicking the box to the left of the option then click on the Choose arrow button.

Selection: 1

4. Click to Enter



Eligible Employee Report

5. Click to Execute

Further selections | Search helps | Org. structure

Key date
☒ Today
☐ Other keydate
Key Date:

Selection
Personnel number:

Additional selection
Benefit area:
1st Program Grouping: to
2nd Program Grouping: to
Benefit plan: to

Note: To search for a specific Plan, enter your choice here. Otherwise the report will search for all Benefit Plans.

Note: Provide any other optional information to shape your results. See BPP for more information.



Eligible Employee Report

Eligible Employees				
Key date 07/19/2004 Benefit area US State of Arkansas-US				
Benefit plan text	Pers.No.	Name	Entry	Date
457 Citistreet	7	Vickie Wyatt	08/18/2003	08/18/2003
	8	Robert Skinner	12/07/2003	12/07/2003
	12	Terri Wilkerson	08/18/2003	08/18/2003
	19	Gordon Hays	12/07/2003	12/07/2003
	20	Susan Vollman	08/18/2003	08/18/2003
	21	Susan Vinson	08/18/2003	08/18/2003
457 Diversified	32	Patricia Scott	12/07/2003	12/07/2003
	7	Vickie Wyatt	08/18/2003	08/18/2003
	8	Robert Skinner	12/07/2003	12/07/2003
	12	Terri Wilkerson	08/18/2003	08/18/2003
	19	Gordon Hays	12/07/2003	12/07/2003
	20	Susan Vollman	08/18/2003	08/18/2003
457 Valic	21	Susan Vinson	08/18/2003	08/18/2003
	32	Patricia Scott	12/07/2003	12/07/2003
	7	Vickie Wyatt	08/18/2003	08/18/2003
	8	Robert Skinner	12/07/2003	12/07/2003
	12	Terri Wilkerson	08/18/2003	08/18/2003
	19	Gordon Hays	12/07/2003	12/07/2003
APERS Contrib EE 6%/ER 10% LO	20	Susan Vollman	08/18/2003	08/18/2003
	21	Susan Vinson	08/18/2003	08/18/2003
	32	Patricia Scott	12/07/2003	12/07/2003
	7	Vickie Wyatt	08/18/2003	08/18/2003

Note: The **Entry** field represents the hire date and the **Date** field represents the employee's Eligibility Date for the Plan.



Demonstration

- Changes in Eligibility Report

Human Resources > Personnel Management >
Benefits > Info System > Reports >
Participation > Changes in eligibility
(HRBEN0079)

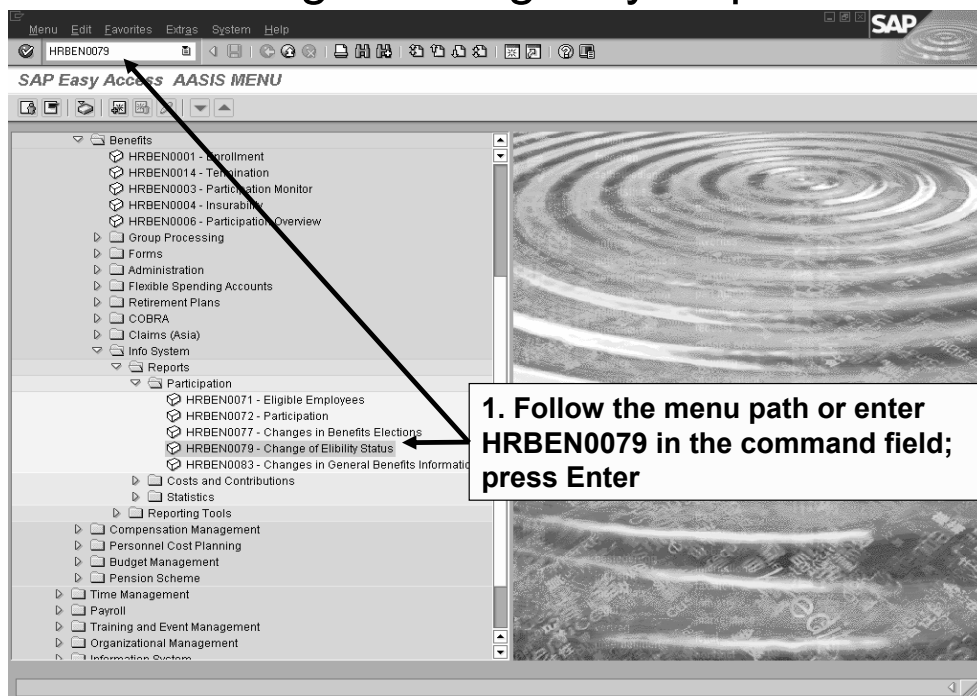


Note: The roles that have authorization to generate this report are:

- CLJ/Agency Employee Benefits Management
- State/CLJ/Agency Employee Benefits Specialist



Changes in Eligibility Report





Changes in Eligibility Report

Note: You may click on **Further Selections** to run the report using other selected field areas.



Changes in Eligibility Report

The screenshot shows the SAP 'Change of eligibility status' dialog box. The 'Period' section has radio buttons for 'Today', 'Up to today', 'Current month', 'From today', and 'Current year'. The 'Choose Selection Fields' section is active, showing a list of 'Selection options' on the left and 'Selection fields' on the right. The 'Selection options' list includes: Employment status, Company code, Personnel area, Personnel subarea, Employee group, Employee subgroup, Payroll area, Administrator group, Payroll administrator, Personnel administrator, Time recording administrator, Pers.area/subarea/cost center, and Employee group/subgroup. The 'Selection fields' list currently contains 'Personnel number'. Arrows point from a text box to the 'Personnel number' field and from another text box to the 'Choose Selection Fields' button. A third text box points to the 'Enter' key on the keyboard.

Note: Choose any Select field area by clicking the box to the left of the option then click on the Choose arrow button.

4. Click Enter



Changes in Eligibility Report

5. Click to Execute

Further selections Search helps Org. structure

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Period 01 / 01 / 2001 To 12 / 31 / 9999

Selection

Personnel number 7

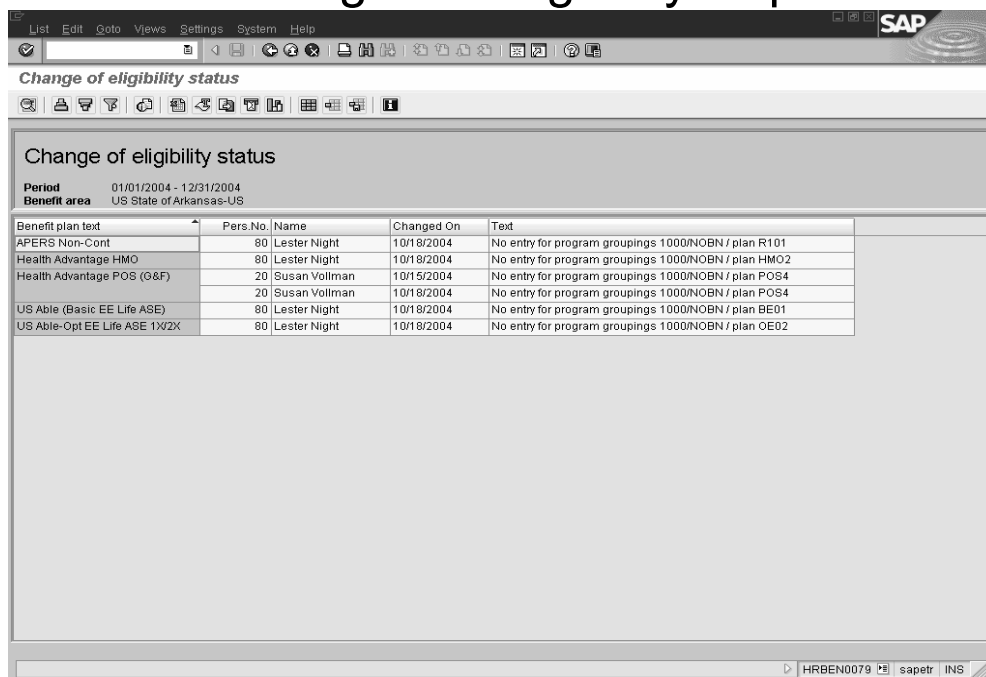
Additional selection

Benefit plan to

Note: To search for a specific Plan, enter the Plan here. Otherwise the report will search for all Benefit Plans.



Changes in Eligibility Report



The screenshot shows the SAP 'Change of eligibility status' report. The title bar includes 'List Edit Goto Views Settings System Help' and the SAP logo. Below the title bar is a toolbar with various icons. The main content area is titled 'Change of eligibility status' and displays a table with columns: Benefit plan text, Pers.No., Name, Changed On, and Text. The table lists several benefit plans and their corresponding personnel, with a note for each: 'No entry for program groupings 1000/NOBN / plan R101'.

Benefit plan text	Pers.No.	Name	Changed On	Text
APERS Non-Cont	80	Lester Night	10/18/2004	No entry for program groupings 1000/NOBN / plan R101
Health Advantage HMO	80	Lester Night	10/18/2004	No entry for program groupings 1000/NOBN / plan HMO2
Health Advantage POS (O&F)	20	Susan Vollman	10/15/2004	No entry for program groupings 1000/NOBN / plan POS4
US Able (Basic EE Life ASE)	80	Lester Night	10/18/2004	No entry for program groupings 1000/NOBN / plan BE01
US Able-Opt EE Life ASE 1X2X	80	Lester Night	10/18/2004	No entry for program groupings 1000/NOBN / plan OE02



Demonstration

- Changes in Benefits Elections Report

Human Resources > Personnel Management >
Benefits > Info System > Reports > Participation >
Changes in benefits Elections
(**HRBEN0077**)

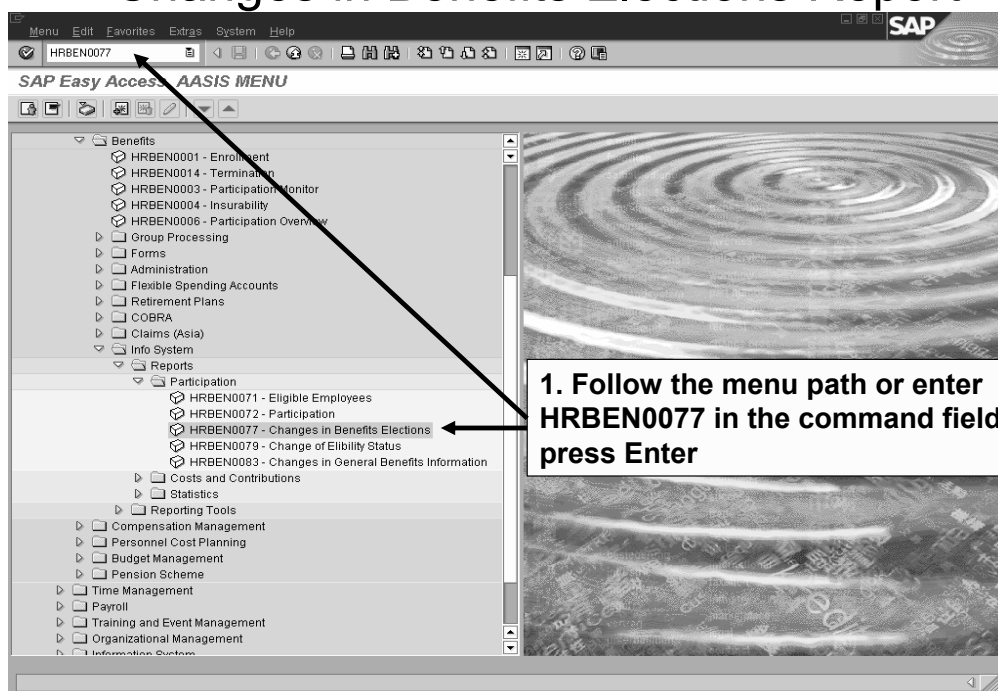


Note: The roles that have authorization to generate this report are:

- CLJ/Agency Employee Benefits Management
- State/CLJ/Agency Employee Benefits Specialist



Changes in Benefits Elections Report





Changes in Benefits Elections Report

Program Edit Goto System Help

Changes in Benefits Elections

Further selections Search helps Org. st

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Period 01/01/2001 To 12/31/9999

Selection

Personnel number 7

Additional data

Provider

Plan

Note: You may click on **Further Selections** to run the report using other selected field areas.

2. For Period selection, choose the appropriate radio button

3. To check on a specific employee or a range of employees, enter the appropriate personnel numbers



Changes in Benefits Elections Report

Program Edit Goto System Help

Changes in Benefits Elections

Further selections Search helps Org. structure

Period
☐ Today ☐ Current month ☐ Current year
☐ Up to today ☐ From today

Other: Choose Selection Fields

Perk
Selection
Personnel
Additional
Provider
Plan

Selection options
Employment status
Company code
Personnel area
Personnel subarea
Employee group
Employee subgroup
Payroll area
Administrator group
Payroll administrator
Personnel administrator
Time recording administrator
Pers. area/subarea/cost center
Employee group/subgroup

Selection fields
Personnel number

Note: Choose any Select field area by clicking the box to the left of the option then click on the Choose arrow button.

4. Click Enter



Changes in Benefits Elections Report

5. Click Execute

Note: To search for a specific Plan, enter the Plan here. Otherwise the report will search for all Benefit Plans.



Changes in Benefits Elections Report



Changes in Benefits Elections

2.

Changes in benefit elections
Evaluation period 01/01/2001 to 12/31/9999 1

Provider: 00400001 Health Advantage HMO
Plan : HM02 Health Advantage HMO

Name Reason	Pers.no.	From Details	To	Changed By
Patricia Scott	00000032	02/01/04	12/31/99	12/07/03 CSVOLLMAN
First enrollment in plan type	MEDI			
Patricia Scott	00000032	02/01/04	12/31/99	12/07/03 CSVOLLMAN
Participation terminated				
Robert Skinner	00000008	02/01/04	12/31/99	12/07/03 CSVOLLMAN
First enrollment in plan type	MEDI			
Robert Skinner	00000008	02/01/04	12/31/99	12/07/03 CSVOLLMAN
Participation terminated				
Total changes		4		

6. Click on a specific employee and click the Choose icon to display the employee's Plan information

1.

Changes in benefit elections
Evaluation period 01/01/2001 to 12/31/9999 2

Provider: 00400007 USABLE Life Ins.
Plan : BE01 US Able (Basic EE Life ASE)

Name Reason	Pers.no.	From Details	To	Changed By
Patricia Scott	00000032	02/01/04	12/31/99	12/07/03 CSVOLLMAN
First enrollment in plan type	BLIF			
Patricia Scott	00000032	02/01/04	12/31/99	12/07/03 CSVOLLMAN
Participation terminated				
Robert Skinner	00000008	02/01/04	12/31/99	12/07/03 CSVOLLMAN
First enrollment in plan type	BLIF			
Robert Skinner	00000008	02/01/04	12/31/99	12/07/03 CSVOLLMAN



Changes in Benefits Elections Report

SAP

Infotype Edit Goto Extras System Help

Display Insurance Plans

7. Click 'Back' to return to the previous screen.

Personnel No.	32	Name	Patricia	Status	Active
EE group	1	Regular State Em.	Personnel ar	FA04	DFA
EE subgroup	UE	Employee	SSN	126-60-6038	
Start	02/01/2004	to	12/31/9999	Chng	12/07/2003 CSVOLLMAN

Plan BE01 US Able (Basic EE Life ASE)

Plan data Administration Insurance cov. Costs Beneficiaries

General plan data

Benefit area	US	State of Arkansas-US
Plan type	BLIF	Basic Life
Benefit plan	BE01	US Able (Basic EE Life ASE)
Insurance Option	BL01	Basic EE Life Coverage

Planning Parameters

Coverage Variant	CV01	Basic Coverage
Cost Rule Variant	CST1	Basic EE Life (ASE)

Additional fields

Original End Date	
-------------------	--

Note: Selecting "Choose" from the previous screen brings you to the PA20 Display screen.



Demonstration

- Participation Report

Human Resources > Personnel Management >
Benefits > Info System > Reports > Participation >
(**HRBEN0072**)

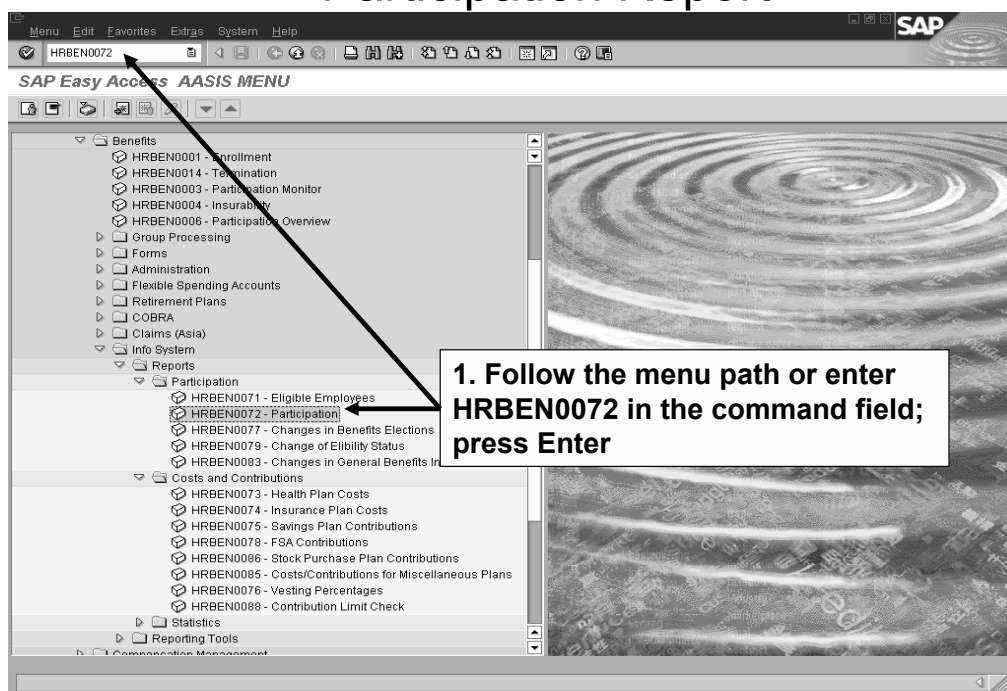


Note: The roles that have authorization to generate this report are:

- CLJ/Agency Employee Benefits Management
- State/CLJ/Agency Employee Benefits Specialist



Participation Report





Participation Report

The screenshot shows the SAP 'Participation' report interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is titled 'Participation' and contains several sections:

- Further selections:** Includes a 'Search helps' button and an 'Org. structure' button.
- Period:** Contains radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. Below these are date fields for 'Period' (01/01/2001) and 'To' (12/31/9999).
- Selection:** Includes a 'Personnel number' field with the value '7' and a magnifying glass icon.
- Additional selection:** Includes fields for 'Benefit area' (US), '1st Program Grouping', '2nd Program Grouping', and 'Benefit plan'.

Annotations with arrows point to specific elements:

- An arrow points to the 'Current year' radio button in the 'Period' section, accompanied by the text: **2. For Period selection, choose the appropriate radio button** and **This report is run on an as needed basis.*
- An arrow points to the 'Personnel number' field, accompanied by the text: **3. To check on a specific employee or a range of employees, enter the appropriate personnel numbers**

A note box at the bottom left states: **Note:** You may click on **Further Selections** to run the report using other selected field areas.



Participation Report

Program Edit Goto System Help

Participation

Further selections Search helps Org. structure

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other Choose Selection Fields

Selection options

Selection fields

Personnel number

Employment status

Company code

Personnel area

Personnel subarea

Employee group

Employee subgroup

Payroll area

Administrator group

Payroll administrator

Personnel administrator

Time recording administrator

Pers. area/subarea/cost center

Employee group/subgroup

4. Click Enter

Note: Choose any Select field area by clicking the box to the left of the option then click on the Choose arrow button.



Participation Report

Program Edit Goto System Help

Participation

5. Click to Execute

Further selections Search helps Org. structure

Period

☒ Today ☐ Current month ☐ Current year
☐ Up to today ☐ From today To
☐ Other period

Selection

Personnel number to
Personnel area to

Additional selection

Benefit area US to
1st Program grouping to
2nd Program grouping to

Note: To search for a specific Benefit plan or Program grouping, enter the information here. Otherwise the report will search for all Benefit plans and program groupings.

RPLBEN02 sapqas OVR



Participation Report

LE List Edit Goto Views Settings System Help

Participation

Period 01/01/2004 - 12/31/2004
Benefit area US State of Arkansas-US

Benefit plan text	Pers.No	Name	Entry	Part date	Start	End
APERS Non-Cont	96	Diana Edwards	08/18/2003	08/18/2003	08/18/2003	12/31/9999
	97	Diana East	08/18/2003	08/18/2003	08/18/2003	12/31/9999
	98	Deborah Debusk	08/18/2003	08/18/2003	08/18/2003	12/31/9999
	99	Mary Pickrell	08/18/2003	08/18/2003	08/18/2003	12/31/9999
	100	Deborah Davis	08/18/2003	08/18/2003	08/18/2003	12/31/9999
	101	Debbie Cross	08/18/2003	08/18/2003	08/18/2003	12/31/9999
	102	David Conant	08/18/2003	08/18/2003	08/18/2003	12/31/9999
	103	Marty Pickrell	08/18/2003	08/18/2003	08/18/2003	12/31/9999
	104	Dave Colford	08/18/2003	08/18/2003	08/18/2003	12/31/9999
	105	David Cole	08/18/2003	08/18/2003	08/18/2003	12/31/9999
	106	Martha Paape	08/18/2003	08/18/2003	08/18/2003	12/31/9999
	107	Bart Hill	08/18/2003	08/18/2003	08/18/2003	12/31/9999
	195	Test1 Jolley	12/21/2003	12/21/2003	12/21/2003	12/31/9999
Health Advantage HMO	4	Robin Smith	12/08/2003	02/01/2004	02/01/2004	12/31/9999
	8	Robert Skinner	12/08/2003	02/01/2004	02/01/2004	12/31/9999
	17	Ricky Sims	12/08/2003	02/01/2004	02/01/2004	12/31/9999
	26	Randall Sheppard	12/08/2003	02/01/2004	02/01/2004	12/31/9999
	32	Patricia Scott	12/08/2003	02/01/2004	02/01/2004	12/31/9999
	37	Phillip Rugger	12/08/2003	02/01/2004	02/01/2004	12/31/9999
	39	Paula Roberts	12/08/2003	02/01/2004	02/01/2004	12/31/9999
	43	Paul Richardson	12/08/2003	02/01/2004	02/01/2004	12/31/9999
	75	Marsha Owen	08/18/2003	10/01/2003	10/01/2003	12/31/9999
	76	Marion Orr	08/18/2003	10/01/2003	10/01/2003	12/31/9999
	78	Margaret Orr	08/18/2003	10/01/2003	10/01/2003	12/31/9999
	80	Test1 Hill	08/18/2003	10/01/2003	10/01/2003	12/31/9999



Participation Report

SAP R/3

Note: If you receive an error table, please investigate the errors and make corrections where applicable.
For example, if the employee is missing personnel data information, the Agency Benefits Specialist should use PA30 to correct the error. Errors are denoted by a red box under the heading Type.

Benefits Error Messages

Ty...	Personn...	Message
△		No text existing for benefit plan VIS
△		No text existing for benefit plan RX02
■	422	No infotype 0002 record for pers.no. 00000422 in period 20010509 - 20010509



Demonstration

- Verification of Dependent Coverage Report

Transaction: ZDEP

The Dependent Coverage/Verification Report tells the following:

1. If the dependents listed are eligible for benefits
2. If dependents are students and are over the age of 19 and should not be covered and if so, indicates that they are students and should be reflected on the Infotype 0167 under the Student Indicator section.
3. List health coverage that does not list enrolled dependents.
(Ex: Spouse coverage but no spouse)



Verification of Dependent Coverage Report

Program Edit Goto System Help

Dependent Coverage/Verification Reports

Further selections Search help

Period

☒ Today ☐ Current month ☐ From today

☐ Up to today ☐ Other period

Data Selection Period To

Person selection period To

Payroll period

Selection

Personnel number

Employment status

Company Code

Payroll area

Pers area/subarea/cost center

Employee group/subgroup

Report Options

Note: You may click on **Further Selections** to run the report using other selected field areas.



Verification of Dependent Coverage Report

The screenshot shows the SAP 'Dependent Coverage/Verification Reports' screen. The 'Further selections' section includes 'Period' (Today, Up to today, Other), 'Data' (Pers, Pa), 'Selection' (Personn, Employ, Compar, Payroll a, Pers. are, Employee), and 'Report Op' (Dep, Cove, Inelli). The 'Choose Selection Fields' dialog is open, showing 'Selection options' on the left and 'Selection fields' on the right. A note points to the 'Choose Selection Fields' dialog, stating: 'Note: Choose any Select field area by clicking the box to the left of the option then click on the Choose arrow button.' Another note points to the 'Enter' key icon at the bottom of the dialog, stating: '4. Click Enter'. The 'Selection' field in the dialog is set to '6'.

Note: Choose any Select field area by clicking the box to the left of the option then click on the Choose arrow button.

4. Click Enter



Verification of Dependent Coverage Report

5. Click Execute

Note: Enter a Selection criteria to narrow your search.



Verification of Dependent Coverage Report

Bus Area	Persnt Area	*Personnel Number	Emp Name	Coverage Type	Dependent Name	Dependent Code	Dependent Age	Student Status
0610	FA04	00000096	EDWARDS DIANA	EE+O	Kayla Edwards	2	0	
0645	HL34	00001111	BLAKE BRIA	EE+O	Leah Blake	2		1
0645	HL36	00001112	LEE CORA	EE+O	Sandi Lee	2		1
0645	HLA1	00001113	ARMSTRONG LANCE	EE+O	Lily Armstrong	2		1
0645	HL94	00001115	REED RICHARD	EE+O	Ricardo Reed	2		1
0645	HL88	00001116	VAUGHN SIDNEY	EE+O	Shawn Vaughn	2		1
0645	HL09	00001117	ALLISON ABBIE	EE+O	Ashley Allison	2		1
0645	HL48	00001118	SCOTT CORETTA	EE+O	Martin Scott	2		1
0645	HL41	00001119	SCOTTLAND KAYE	EE+O	Kayla Scotland	2		1
0645	HLA7	00001120	RICHARD ANGELA	EE+O	Noah Richard	2		1
0645	HL07	00001121	SCOTTLAND RYAN	EE+O	Tammy Scotland	2		1
0645	HLA6	00001122	ASHLEY MARYKATE	EE+O	SaraKate Ashley	2		1
0645	HL98	00001124	LANCASTER BRITTANY	EE+O	Brandon Lancaster	2		1
0645	HL12	00001125	MONTGOMERY ELIZABETH	EE+O	Elise Montgomery	2		1
0645	HL30	00001126	ALLEN CHRISTI	EE+O	Zack Allen	2		1
0645	HL34	00001127	HECTOR STEPHANIE	EE+O	Pugh Hector	2		1
0645	HLB0	00001128	MANN MIKE	EE+O	Mandi Mann	2		1
0645	HL34	00001129	SAGE SANDI	EE+O	Sara Sage	2		1
0645	HL67	00001130	EDWARDS ANNETTE	EE+O	Kareem Edwards	2		1
0645	HL09	00001131	SANFORD SAM	EE+O	Lamont Sanford	2		1
0645	HL98	00001132	NURSE NANCY	EE+O	Judy Nurse	2		1
0645	HL34	00001133	AMOS FAMOUS	EE+O	Cookie Amos	2		1
0645	HL51	00001134	MOORE MANDI	EE+O	Mike Moore	2		1
0645	HLA5	00001135	EDNA SAMMS	EE+O	Sam Edna	2		1
0645	HL17	00001136	EVERS MICHAEL	EE+O	John Evers	2		1
0645	HL16	00001137	MONICA MONICA	EE+O	Mann Monica	2		1
0645	HL56	00001138	STEPHANIE SCOTT	EE+O	Jodi Stephanie	2		1
0645	HL74	00001139	MARTIN MARTIN	EE+O	Lut Martin	2		1

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July '04, Revised to V5.0

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These employee's records reflect that a dependent's record was created in the Family Member/Dependent Infotype 0021 but are not covered or receiving Health benefits. (See Infotype 0167) Verify to see whether the dependents listed should be enrolled in the employee's Health Plan.

Please note: If the dependent is a student and should be receiving Health benefits and is between the ages of **19-23**, make sure that the Student indicator box, located in the infotype 0167, is checked.

To end a dependent's record, See the chapter that reflects **Ineligible Dependents** in order to only cancel that dependent's record for Health Benefit coverage. If the employee is only carrying one dependent, then you will need to see the chapter that reflects **Adjustment Reasons**.



Demonstration

- Health Plan Costs Report

Human Resources > Personnel Management >
Benefits > Info System > Reports >
Costs and contributions > Health plan costs
(**HRBEN0073**)

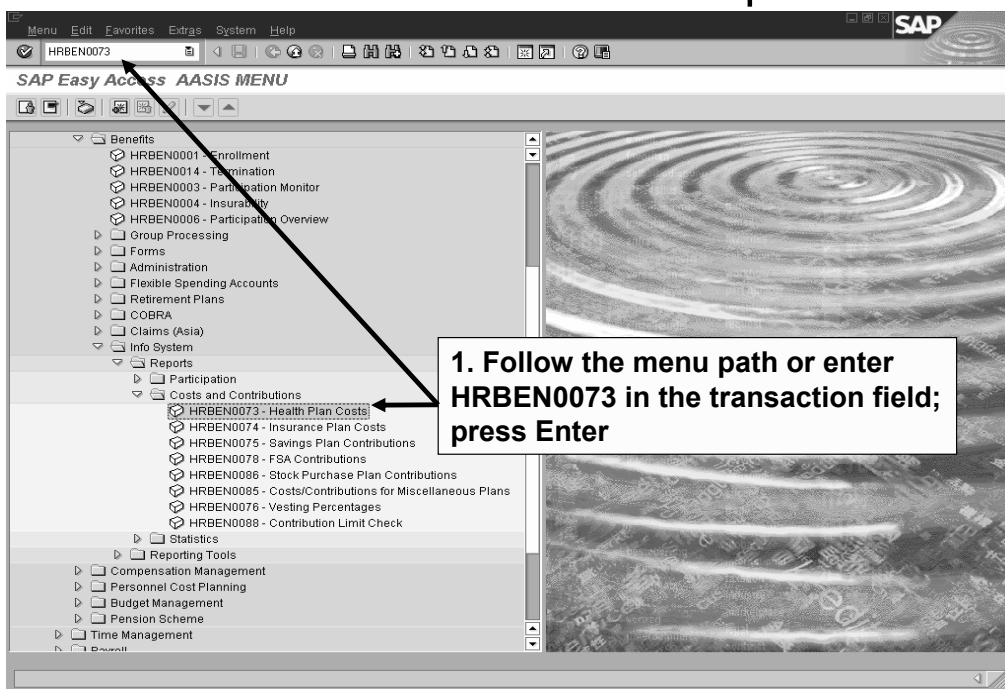


Note: The roles that have authorization to generate this report are:

- CLJ/Agency Employee Benefits Management
- State/CLJ/Agency Employee Benefits Specialist



Health Plan Costs Report





Health Plan Costs Report

Program Edit Goto System Help

Health Plan Costs

Further selections Search helps Org. structure

Key date

☒ Today ☐ Other keydate

Selection

Personnel number to

Additional selection

Benefit area	US		
1st Program grouping		to	
2nd Program grouping		to	
Benefit plan		to	

2. For Key date, choose the appropriate radio button

Note: Provide any other optional information to shape your results. See BPP for more information.

RPLBEN03 sapqas INS



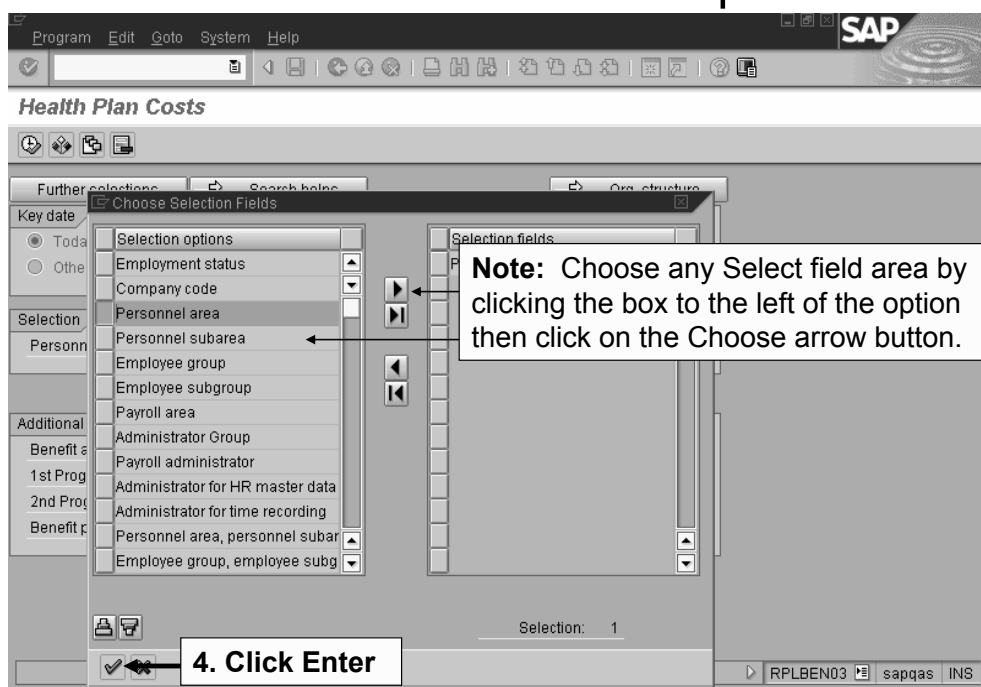
Health Plan Costs Report

Note: You may click on **Further Selections** to run the report using other selected field areas.

3. To check on a specific employee or a range of employees, enter the appropriate personnel numbers



Health Plan Costs Report





Health Plan Costs Report

The screenshot shows the SAP 'Health Plan Costs' report interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main title 'Health Plan Costs' is displayed. The interface is divided into several sections: 'Key date' with 'Today' selected; 'Selection' with fields for 'Personnel number' and 'Personnel area'; and 'Additional selection' with fields for 'Benefit area' (containing 'US'), '1st Program grouping', '2nd Program grouping', and 'Benefit plan'. Annotations include: '6. Click to Execute' pointing to the left arrow icon; '5. Enter Selection criteria' pointing to the 'Personnel number' field; and a 'Note' box stating: 'Note: To search for a specific Benefit plan or Program grouping, enter the information here. Otherwise the report will search for all Benefit plans and program groupings.' The status bar at the bottom shows 'RPLBEN03', 'sapqas', and 'OVR'.



Health Plan Costs Report

Health Plan Costs

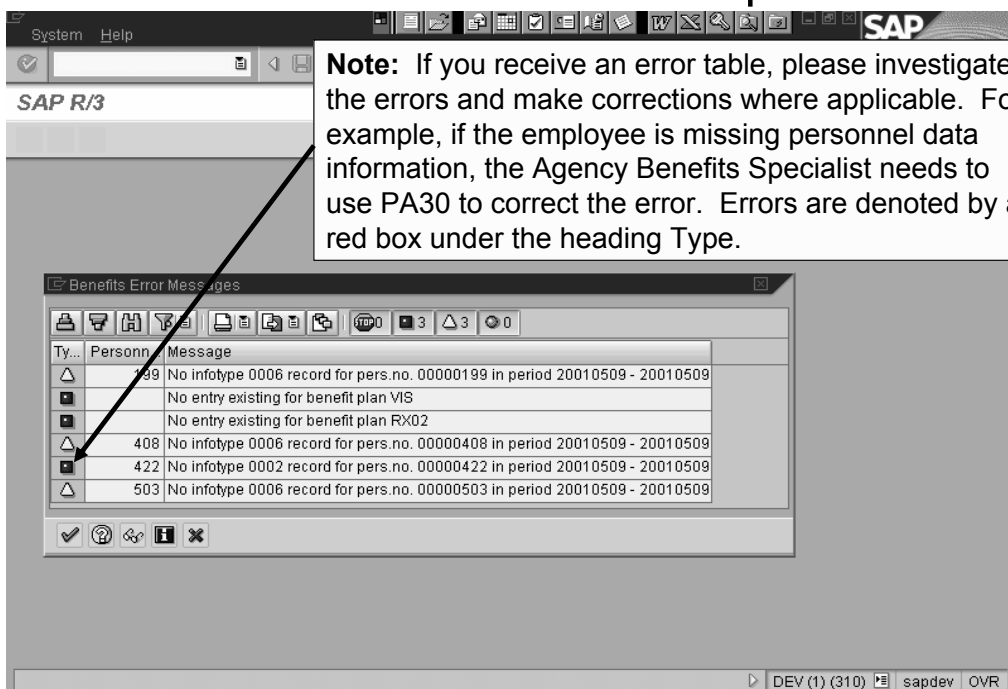
Key date: 10/18/2004
Benefit area: US State of Arkansas-US

Period text	Benefit plan text	Pers.No.	Name	Option text	Dep.coverage text	EE Costs	ER Credit	Provider Cost	Curr.
	Health Advantage HMO	82	Kay Night	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		83	Louise Night	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		90	Neva Rainer	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		93	Melissa Quattlebaum	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		94	Diane Elias	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		95	Maureen Price	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		96	Diana Edwards	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		97	Diana East	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		98	Deborah Debusk	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		99	Mary Pickrell	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		100	Deborah Davis	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		101	Debbie Cross	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		102	David Conant	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		103	Marty Pickrell	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		104	Dave Colford	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		105	David Cole	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		106	Martha Paape	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		107	Bart Hill	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
		195	Test1 Jolley	Standard HMO ASE	Employee	61.22	0.00	0.00	USD
	Health Advantage HMO					= 1,959.04	= 0.00	= 0.00	USD
		20	Susan Vollman	Standard POS G&F	Employee	68.00	0.00	0.00	USD
	Health Advantage POS (G...					= 68.00	= 0.00	= 0.00	USD
Monthly						= 2,027.04	= 0.00	= 0.00	USD
						*** 2,027.04 ***	*** 0.00 ***	*** 0.00	USD

HRBEN0073 sapetr INS

Health Plan Costs Report

Note: If you receive an error table, please investigate the errors and make corrections where applicable. For example, if the employee is missing personnel data information, the Agency Benefits Specialist needs to use PA30 to correct the error. Errors are denoted by a red box under the heading Type.



Type	Personnel	Message
199		No infotype 0006 record for pers.no. 00000199 in period 20010509 - 20010509
		No entry existing for benefit plan VIS
		No entry existing for benefit plan RX02
408		No infotype 0006 record for pers.no. 00000408 in period 20010509 - 20010509
422		No infotype 0002 record for pers.no. 00000422 in period 20010509 - 20010509
503		No infotype 0006 record for pers.no. 00000503 in period 20010509 - 20010509

DEV (1) (310) sapdev OVR



Demonstration

- Insurance Plan Costs Report

Human Resources > Personnel Management > Benefits >
Info System > Reports> Costs and contributions >
Insurance plan costs
(**HRBEN0074**)



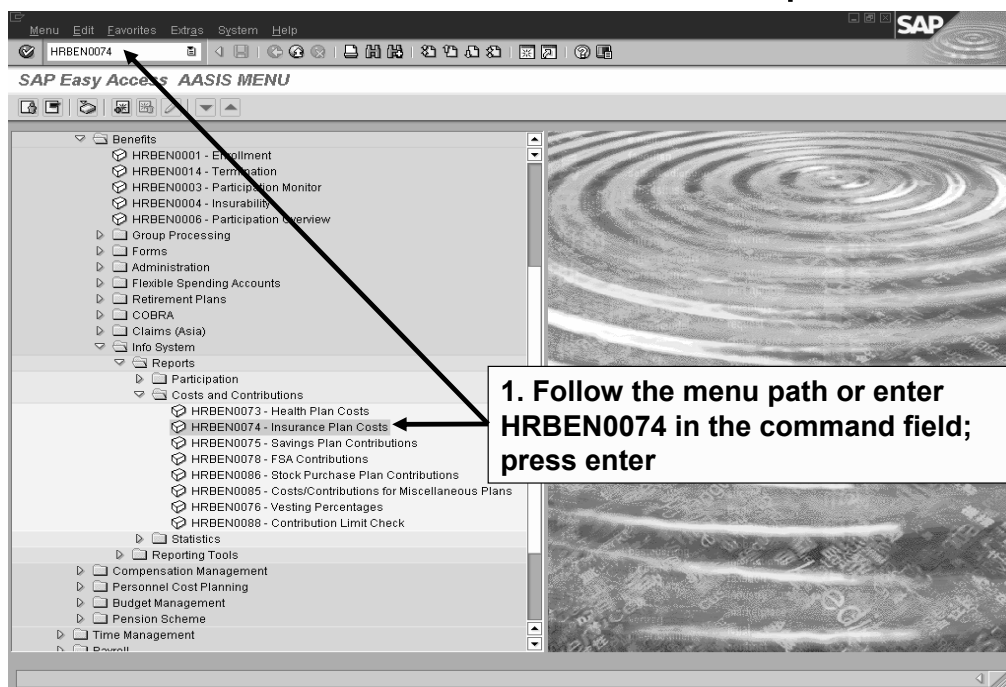
Note: The roles that have authorization to generate this report are:

- CLJ/Agency Employee Benefits Management
- State/CLJ/Agency Employee Benefits Specialist

Note: You may also use this report to view employees Optional Life Insurance Coverage amounts.



Insurance Plan Costs Report



AASIS Support Center, DiAnnette Scott
July '04, Revised to V5.0

14-45

This report will be helpful in determining employee's whose Optional Life Insurance Coverage may exceed \$40,000 in the new Plan year.

Employees who have Optional Life Insurance Coverage that will automatically exceed \$40,000 for the new Plan year due to a salary increase, should follow the BPP – *Process Annual Optional Life Changes Due to Increase in Salary*.

Employees enrolled in a Pre-Tax and Post-Tax Optional Life Plan and who voluntarily increase their coverage, should refer to the demonstration for *Employee Voluntary Increase of Coverage Exceeding \$40,000*.



Insurance Plan Costs Report

Program Edit Goto System Help **SAP**

Insurance Plan Costs

Further selections Search helps

Key date
☒ Today
☐ Other keydate

Selection
Personnel number to

Additional selection
Benefit area US
1st Program grouping to
2nd Program grouping to
Benefit plan to

2. For Key Date, select the appropriate button

Note: Provide any other optional information to shape your results.
*See BPP for more information.



Insurance Plan Costs Report



Insurance Plan Costs Report

Program Edit Goto System Help

Insurance Plan Costs

Further selections Search help Org. structure

Key date
Today
Other

Selection
Personnel area
Personnel subarea
Employee group
Employee subgroup
Payroll area
Administrator Group
Payroll administrator
Administrator for HR master data
Administrator for time recording
Personnel area, personnel subar
Employee group, employee subg

Selection options
Employment status
Company code
Personnel area
Personnel subarea
Employee group
Employee subgroup
Payroll area
Administrator Group
Payroll administrator
Administrator for HR master data
Administrator for time recording
Personnel area, personnel subar
Employee group, employee subg

Selection fields
Personnel number

Note: Choose any Select field area by clicking to the left of the option. Then click on the choose arrow button.

Selection: 1

4. Click Enter

RPLBEN04 sapqas INS



Insurance Plan Costs Report

The screenshot shows the SAP 'Insurance Plan Costs' report interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main title 'Insurance Plan Costs' is displayed. The interface is divided into several sections: 'Key date' with 'Today' (selected) and 'Other keydate' options; 'Selection' with 'Personnel number' and 'Personnel area' input fields; and 'Additional selection' with 'Benefit area' (set to 'US'), '1st Program grouping', '2nd Program grouping', and 'Benefit plan' fields. Annotations include: '6. Click to Execute' pointing to the execute button in the top left; '5. Enter Selection criteria' pointing to the 'Personnel number' field; and a 'Note' box stating: 'Note: To search for a specific Benefit plan or Program grouping, enter the information here. Otherwise the report will search for all Benefit plans and program groupings.' The bottom status bar shows 'RPLEBEN04', 'sapqas', and 'OVR'.



Insurance Plan Costs Report

ListEditGotoViewsSettingsSystemHelp

SAP

Insurance Plan Costs

Key date01/01/2004Benefit areaUS State of Arkansas-US

Period text	Benefit plan text	Pers.No.	Name	Option	Insurance option text	EE Costs	ER Credit	Provider Cost	Ins. Coverage	Curr.	
Monthly	US Able-Opt EE Life ASE 1X/2X	76	Marion Orr	OL01	Optional Life ASE 1X SAL	4.32	0.00	0.00	18,000.00	USD	
		78	Margaret Orr	OL01	Optional Life ASE 1X SAL	4.08	0.00	0.00	17,000.00	USD	
		80	Lester Night	OL01	Optional Life ASE 1X SAL	4.80	0.00	0.00	20,000.00	USD	
		82	Kay Night	OL01	Optional Life ASE 1X SAL	6.48	0.00	0.00	27,000.00	USD	
		83	Louise Night	OL01	Optional Life ASE 1X SAL	5.52	0.00	0.00	23,000.00	USD	
		90	Neva Rainer	OL01	Optional Life ASE 1X SAL	3.24	0.00	0.00	27,000.00	USD	
		93	Melissa Quattlebaum	OL01	Optional Life ASE 1X SAL	2.08	0.00	0.00	13,000.00	USD	
		94	Diane Elias	OL01	Optional Life ASE 1X SAL	5.76	0.00	0.00	24,000.00	USD	
		95	Maureen Price	OL01	Optional Life ASE 1X SAL	12.00	0.00	0.00	20,000.00	USD	
		96	Diana Edwards	OL01	Optional Life ASE 1X SAL	6.48	0.00	0.00	27,000.00	USD	
		97	Diana East	OL01	Optional Life ASE 1X SAL	4.80	0.00	0.00	20,000.00	USD	
		98	Deborah Debusk	OL01	Optional Life ASE 1X SAL	6.24	0.00	0.00	26,000.00	USD	
		99	Mary Pickrell	OL01	Optional Life ASE 1X SAL	2.04	0.00	0.00	17,000.00	USD	
		100	Deborah Davis	OL01	Optional Life ASE 1X SAL	7.44	0.00	0.00	31,000.00	USD	
		101	Debbie Cross	OL01	Optional Life ASE 1X SAL	4.08	0.00	0.00	17,000.00	USD	
		102	David Conant	OL01	Optional Life ASE 1X SAL	7.92	0.00	0.00	33,000.00	USD	
		103	Marty Pickrell	OL01	Optional Life ASE 1X SAL	3.72	0.00	0.00	31,000.00	USD	
		104	Dave Colford	OL01	Optional Life ASE 1X SAL	0.00	0.00	0.00	0.00	USD	
		105	David Cole	OL01	Optional Life ASE 1X SAL	4.08	0.00	0.00	17,000.00	USD	
		106	Martha Paape	OL01	Optional Life ASE 1X SAL	6.24	0.00	0.00	26,000.00	USD	
		107	Bart Hill	OL01	Optional Life ASE 1X SAL	6.24	0.00	0.00	26,000.00	USD	
US Able-Opt EE Life ASE 1X/2X						= 112.12	= 0.00	= 0.00		USD	
Monthly						= 112.12	= 0.00	= 0.00		USD	
						== 112.12	== 0.00	== 0.00		USD	



Insurance Plan Costs Report

Note: If you receive an error table, please investigate the errors and make corrections where applicable. For example, if the employee is missing personnel data information, the Agency Benefits Specialist needs to use PA30 to correct the error. Errors are denoted by a red box under the heading Type.

Ty...	Personn...	Message
199		No infotype 0006 record for pers.no. 00000199 in period 20010509 - 20010509 No entry for plan I004 / cost variant EE / key #####0000000000000000
408		No infotype 0006 record for pers.no. 00000408 in period 20010509 - 20010509
422		No infotype 0002 record for pers.no. 00000422 in period 20010509 - 20010509
503		No infotype 0006 record for pers.no. 00000503 in period 20010509 - 20010509



Demonstration

- Participation Monitor Eligibility

Human Resources > Personnel Management >
Benefits > Eligibility
(**HRBEN0003**)

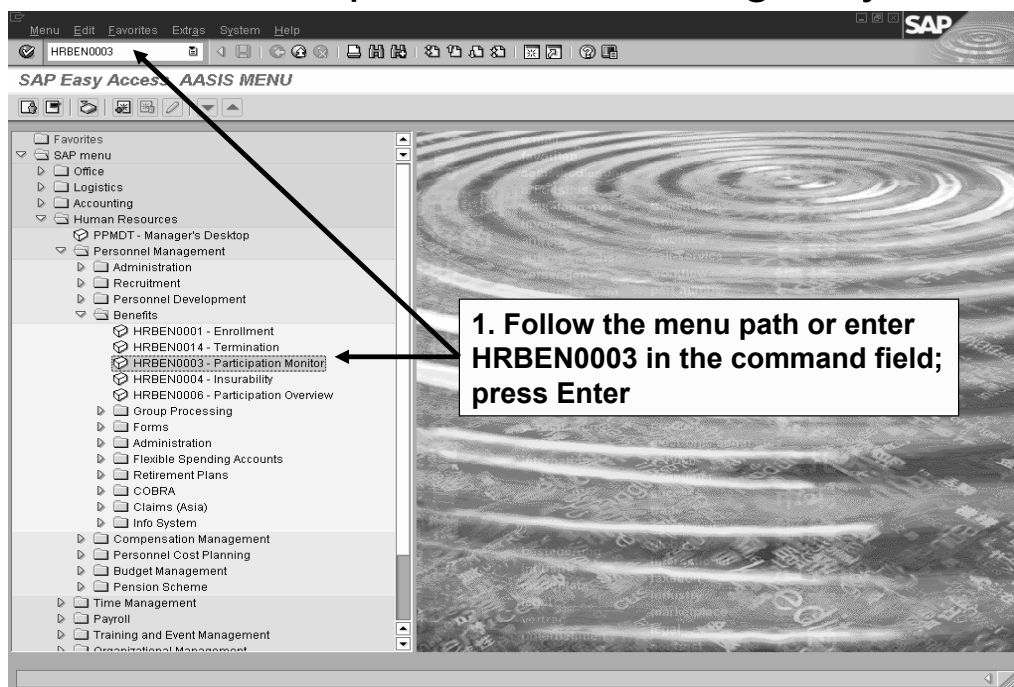


Note: The roles that have authorization to generate this report are:

- CLJ/Agency Employee Benefits Management
- State/CLJ/Agency Employee Benefits Specialist



Participation Monitor Eligibility





Participation Monitor Eligibility

The screenshot shows the SAP Participation Monitor Eligibility screen. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below the menu bar is a toolbar with various icons. The main window has a title bar 'Participation Monitor' and a sub-header 'Further selections' with a 'Search helps' button and an 'Org. structure' button. The 'Key date' section has two radio buttons: 'Today' (selected) and 'Other keydate'. Below this is a 'Key Date' input field. The 'Selection' section has a 'Personnel number' input field and a magnifying glass icon. The 'Additional data' section has a 'Benefit area' dropdown set to 'US', and two 'Program Grouping' input fields. Three callout boxes provide instructions: Box 2 points to the 'Today' radio button with the text '2. Select the appropriate radio button'. Box 3 points to the magnifying glass icon with the text '3. To check on a specific employee or a range of employees, enter the appropriate personnel numbers'. A 'Note' box on the left states: 'Note: You may click on Further selections to run the report using other Selected field areas.'



Participation Monitor Eligibility



Participation Monitor Eligibility

Program Edit Goto System Help

6. Click to Execute

Further selections Search helps Org. structure

Key date
☒ Today
☐ Other keydate
Key Date

Selection
Personnel number

Additional data
Benefit area US to
1st Program Grouping to
2nd Program Grouping to

5. Enter Selection criteria



Participation Monitor Eligibility

SAP

Plans Edit Goto System Help

Participation Monitor: Overview

Stop participation Change plan election

Participation on 10/18/2004	Status	Valid from	Reason
US State of Arkansas-US			
00000020 Susan Vollman			
<input type="checkbox"/> Health Advantage POS (G&F)		10/15/2004 - 12/31/9999	No entry for program groupings 1000/GENB / plan POS4
00000080 Lester Night			
<input type="checkbox"/> Health Advantage HMO		10/01/2003 - 12/31/9999	No entry for program groupings 1000/NOBN / plan HMO2
<input type="checkbox"/> US Able (Basic EE Life ASE)		10/01/2003 - 12/31/9999	No entry for program groupings 1000/NOBN / plan BE01
<input type="checkbox"/> US Able-Opt EE Life ASE 1X2X		10/01/2003 - 12/31/9999	No entry for program groupings 1000/NOBN / plan OE02
<input type="checkbox"/> APERS Non-Cont		08/18/2003 - 12/31/9999	No entry for program groupings 1000/NOBN / plan R101






HRBEN0003 sapetr INS

Please Note: This report is for viewing Participation errors ONLY!
If changes need to be made, please use transactions codes
HRBEN0001/PA30 or refer to the BPP's for corrections.



Participation Monitor Eligibility

Participation Monitor: Overview

Stop participation | Change plan election |  |  |  |  | 

Participation on 10/18/2004	Status	Valid from	Reason
US State of Arkansas-US			
00000020 Susan Vollman			
Health Advantage POS (G&P)			
000080 Lester Night			
<input type="checkbox"/> Health Advantage HMO			
<input type="checkbox"/> US Able (Basic EE Life ASE)		10/01/2003 - 12/31/9999	No entry for program groupings 1000/NOBN / plan BE01
<input type="checkbox"/> US Able-Opt EE Life ASE 1X2X		10/01/2003 - 12/31/9999	No entry for program groupings 1000/NOBN / plan OE02
<input type="checkbox"/> APERS Non-Cont		08/18/2003 - 12/31/9999	No entry for program groupings 1000/NOBN / plan R101

HRBEN0003 | sapetr | INS

7. Check the Health Plan of the employee you would like to view.

8. Click the Display icon to view



Participation Monitor Eligibility

SAP

Display Health Plans

Personnel No.	20	Name	Susan V...	Status	Active
EE group	1	Regular State Em...	Personnel ar	FA01	DFA
EE subgroup	UE	Employee	SSN	013-22-8882	
Start	10/15/2004	to	12/31/9999	Chng	10/15/2004 DLSCOTT

Plan P054 Health Advantage POS (G&F)

Plan data Administration Costs Dependents Additional data

General plan data

Benefit area	US State of Arkansas-US
Plan type	MEDI Medical
Benefit plan	P054 Health Advantage POS (G&F)
Health Plan Option	OPT1 Standard POS G&F
Dependent Coverage	EE+0 Employee

Planning Parameters

Cost Rule Variant	EE+0 Employee Only
-------------------	--------------------

Additional fields

Original End Date		Prev Recalc	
-------------------	--	-------------	--

PA20 sapetr INS



Demonstration

- APERS Not Eligible Report
 - Employees Enrolled in APERS Plan Who Aren't Eligible Report

Transaction Code: **(ZDRP)**

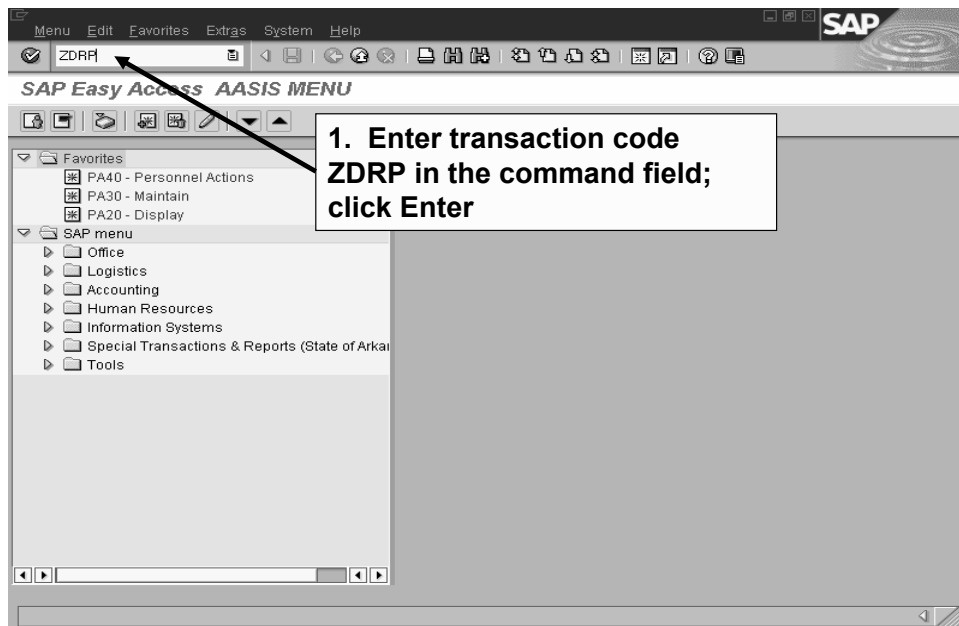


Note: The roles that have authorization to generate this report are Agency/CLJ Employee Benefits Management, State/Agency/CLJ Employee Benefits Specialist, State Benefits Plan Administration, State Benefits Plan Management.

This report will reflect employees who have had a Personnel Action processed in AASIS for Termination, Retirement, DROP or Terminate Concurrent Employment and who are currently enrolled in an APERS plan.



APERS Not Eligible Report





APERS Not Eligible Report

Program Edit Goto System Help

Employees Enrolled in APERS Plans Who Aren't Eligible

Further selections Search helps Sort order

Period

☒ Today **2. Select Today** Current year

☐ Up to today ☐ From today

☐ Other period

Data Selection Period To

Person selection period To

Payroll period

Selection

Personnel number

Note: You may click on Further selections to run the report using other Selected field areas.



APERS Not Eligible Report

Program Edit Goto System Help

Employees Enrolled in APERS Plans Who Aren't Eligible

Further selections Search helps Sort order

Period
Today
Up to
Other

Choose Selection Fields

Selection options	Selection fields
Action type	Personnel number
Reason for action	Employment status
Customer-specific status	Company code
Special payment status	Payroll area
Personnel area	Pers. area/subarea
Personnel subarea	Employee group/su
Employee group	
Employee subgroup	
Organization key	
Business area	
Legal person	
Work contract	
Controlling area	
Cost center	

Selection: 6

4. Click Enter

Note: Choose any Select field area by clicking to the left of the option. Then click on the choose arrow button.



APERS Not Eligible Report

Program Edit Goto System Help

Employees Enrolled in APERS Plans Who Aren't Eligible

Further selections Search helps Sort order

Period

☒ Today ☐ Current month ☐ Current year
☐ Up to today ☐ From today
☐ Other period

Data Selection Period To
Person selection period To
Payroll period

Selection

Personnel number		
Employment status		
Company Code		
Business area	0610	
Payroll area		
Pers. area/subarea/cost center		
Employee group/subgroup		

5. Enter Selection criteria



APERS Not Eligible Report

Employees Enrolled in APERS Plans Who Aren't Eligible						
PROGRAM: ZPABNR0001_APERS_DROP						
TIME: 14:49:42 CLIENT EDV 100						
Arkansas Administrative Statewide Information System						
INELIGIBLE EMPLOYEES ENROLLED IN APERS						
FROM 02/05/2004 TO 02/05/2004						
BUS AREA	PERSNL AREA	PERNR	NAME	ACTION	DATE	
0610	FA01			Z5	07/13/2002	
0610	FA01			Z5	08/16/2001	
0630	FA02			Z5	06/16/2001	
0630	FA02			Z5	07/28/2001	
0630	FA02			Z5	08/18/2001	
0630	FA07			Z5	08/11/2001	
0630	FA07			Z5	08/04/2001	
0630	FA07			Z5	08/18/2001	
0630	FA07			Z5	09/15/2001	
0630	FA07			Z5	02/16/2002	
0630	FA07			Z5	03/27/2002	
0630	FA07			Z5	05/14/2002	
0630	FA08			Z5	01/18/2002	
0630	FA75			Z5	07/30/2002	
0630	FA92			Z5	08/01/2001	
0630	FA92			Z5	07/26/2001	
0630	FAF2			Z5	06/23/2001	
0631	FAF4			Z5	01/19/2002	
0634	FAF8			Z5	09/08/2001	
0634	FAF9			Z5	07/08/2003	
0634	FA66			Z5	07/07/2001	



Glossary of Headings for Employees Enrolled in APERS Plan Who Aren't Eligible Report

- **BUS AREA:** The business area of the employee.
- **PERSNL AREA:** The personnel area of the employee.
- **PERNR:** The employee's personnel number.
- **NAME:** The employee's name.
- **ACTION:** The Personnel Action that was processed on the employee. Listed below are the Personnel Action codes that may be reflected on the report:
 - **Z5** = Termination
 - **Z7** = Retirement
 - **Z8** = DROP
 - **Z0** = Terminate Concurrent Employment
- **DATE:** The Start date of the Personnel Action.



Demonstration

- Deductions/Arrears Report
 - Deductions Not Taken

Transaction Code: **ZPYUSR0003**

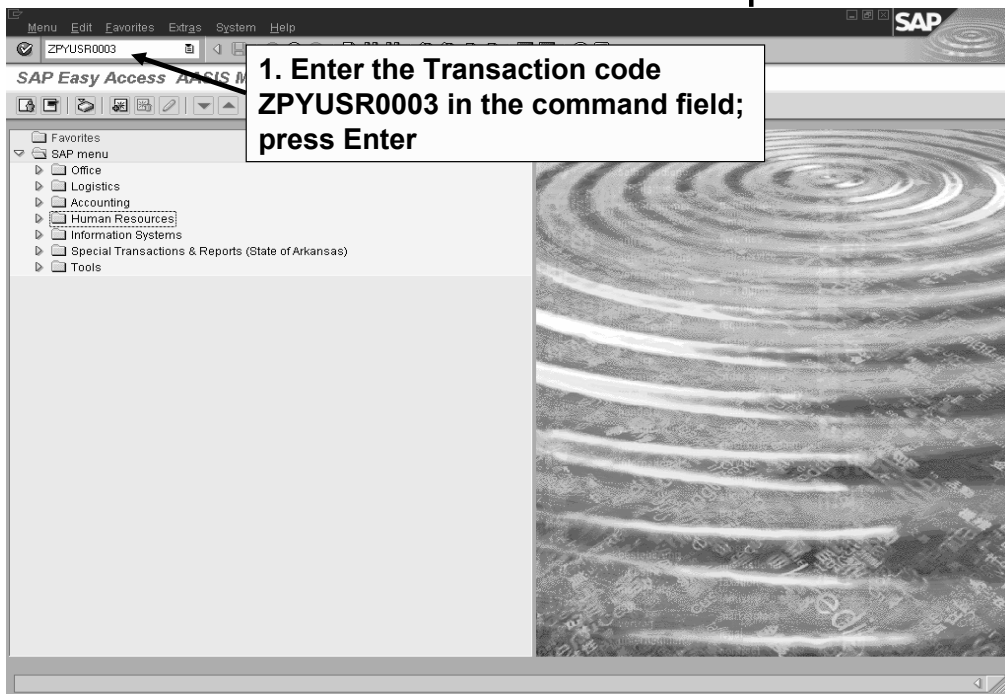


Note: The roles that have authorization to generate this report are:

- CLJ/Agency Employee Benefits Management
- State/CLJ/Agency Employee Benefits Specialist
- State/CLJ/Agency Payroll Systems Management



Deduction/Arrears Report





Deduction/Arrears Report

The screenshot shows the SAP 'Deduction/Arrears Report' window. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main window has a title bar 'Deduction/Arrears Report' and a toolbar with icons for 'Further selections', 'Search helps', and 'Sort order'. The 'Period' section contains radio buttons for 'Today', 'Up to today', 'Current month', 'From today', and 'Current year'. Below these are input fields for 'Data Selection Period', 'Person selection period', and 'Payroll period'. The 'Selection' section has a list of fields: 'Personnel number', 'Employment status', 'Company Code', 'Payroll area', 'Pers.area/subarea/cost centre', and 'Employee group/subgroup'. The 'Group By' section has radio buttons for 'Employee' and 'Wage Type'. Two callout boxes with arrows point to specific fields: Box 2 points to the 'Data Selection Period' and 'Person selection period' fields, and Box 3 points to the 'Personnel number' field.

2. Enter Pay Period beginning and end dates

3. To check on a specific employee or a range of employees, enter the appropriate personnel numbers.



Deduction/Arrears Report

Note: You may click on Further selections to run the report using other Selected field areas.



Deduction/Arrears Report

Program Edit Goto System Help

Deduction/Arrears Report

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☒ Current year

☐ Up to today ☐ From today

☐ Other Choose Selection Fields

Data

Pers

Pa

Selection

Personn

Employr

Compar

Payroll a

Pers. are

Employee

Group By

☒ Em

Selection options

Action type

Reason for action

Customer-specific status

Special payment status

Personnel area

Personnel subarea

Employee group

Employee subgroup

Organization key

Business area

Legal person

Work contract

Controlling area

Cost center

Selection fields

Pers

Emp

Com

Payr

Pers

Emp

Note: Choose any Select field area by clicking to the left of the option. Then click on the choose arrow button.

Selection 6

4. Click Enter

ZPYUSR0003 sapetr INS



Deduction/Arrears Report

The screenshot shows the SAP 'Deduction/Arrears Report' window. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main title 'Deduction/Arrears Report' is centered. Below the title is a section with buttons for 'Further selections', 'Search helps', and 'Sort order'. A callout box labeled '8. Click to Execute' points to the 'Further selections' button. Below this is a section for date selection with radio buttons for 'Current year', 'Other period', 'Data Selection Period', 'Person selection period', and 'Payroll period'. Below that is a 'Selection' section with a list of criteria: 'Personnel number', 'Employment status', 'Company Code', 'Personnel area', 'Payroll area', 'Pers. area/subarea/cost centre', and 'Employee group/subgroup'. Each criterion has a text input field and a selection icon. A callout box labeled '7. Enter Selection criteria' points to the 'Personnel area' input field. Below the selection criteria is a 'Group By' section with radio buttons for 'Employee' and 'Wage Type'. At the bottom right, there is a status bar with the text 'ZPYUSR0003 sapetr INS'.



Deduction/Arrears Report

The screenshot shows the SAP Deduction/Arrears Report interface. At the top is a menu bar with 'List', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The title 'Deduction/Arrears Report' is displayed. The report details include: Pay Period: 20, 09/12/2004 – 09/25/2004, Report: ZPYUSR0003, State of Arkansas, Employee, and Arkansas Bi-Weekly. A table with columns 'Wage Type', 'Remaining Bal', 'Amt Taken', 'Not Taken', 'Arrears', and 'Prio Arrs Retro' contains data for employee 00000207 (LA Besier) and totals for the employee and payroll area 11. Two callout boxes with arrows point to the toolbar: '9. Click to Print' points to the print icon, and '10. Click Back' points to the back icon.

Wage Type	Remaining Bal	Amt Taken	Not Taken	Arrears	Prio Arrs Retro
00000207 LA Besier					
2700 Savings Bonds \$100.00	10.00-	0.00	10.00	0.00	
Total for Employee 00000207	10.00-	0.00	10.00	0.00	
Total for Payroll Area 11	10.00-	0.00	10.00	0.00	



Demonstration

- Time Evaluation Message Display Report

Human Resources > Time Management > Administration >
Time Evaluation > Time Evaluation Messages
(PT_ERL00)

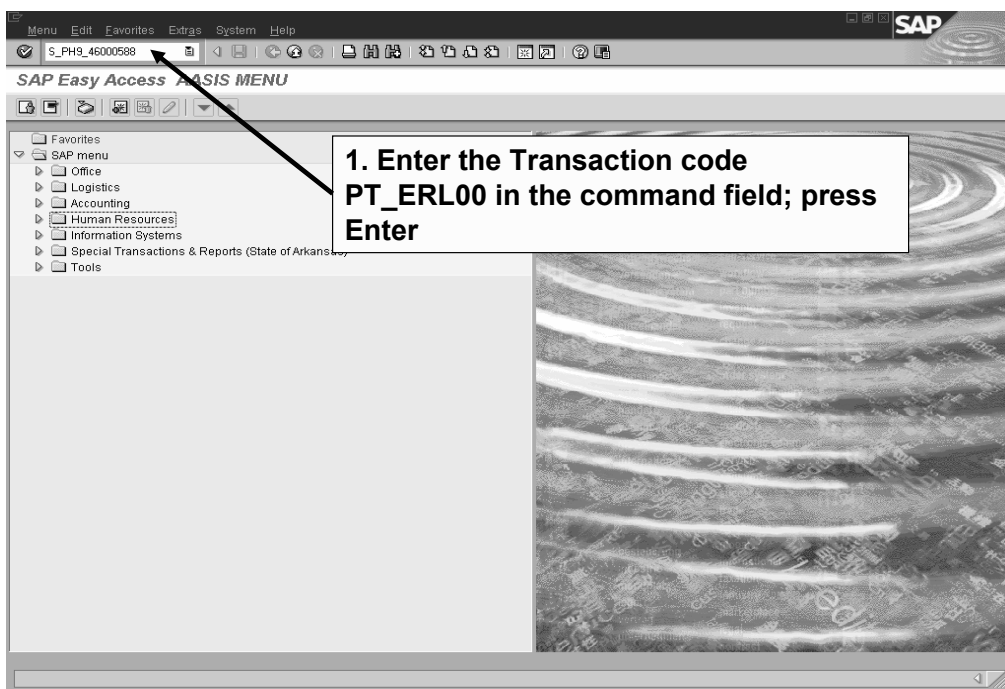


Note: The roles that have authorization to generate this report are:

- CLJ/Agency Employee Benefits Management
- State/CLJ/Agency Employee Benefits Specialist
- State/CLJ/Agency Central Time Management
- CLJ/Agency Time Management Specialist
- State/CLJ/Agency Time Management Supervision



Time Evaluation Message Display Report





Time Evaluation Message Display Report

Program Edit Goto System Help

Time Evaluation Messages Display

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period To

Person selection period To

Payroll period

Selection

Personnel number

Employment status

Company Code

Payroll area

Pers. area/subarea/cost center

Employee group/subgroup

Error attributes

Category of Message Type to

Number of Message Type to

Message type to

List indicator to

User text to

PDC message number to

Historical record flag to

Time 00:00:00 to 00:00:00

Layouts

2. Enter desired date range

3. To check on a specific employee or a range of employees, enter the appropriate personnel numbers



Time Evaluation Message Display Report

Program Edit Goto System Help

Time Evaluation Messages Display

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Date Selection Period To

Person selection period To

Payroll period

Selection

Personnel number

Employment status

Company Code

Payroll area

Pers.area/subarea/cost center

Employee group/subgroup

Error attributes

Note: You may click on Further selections to run the report using other Selected field areas.



Time Evaluation Message Display Report

Program Edit Goto System Help

Time Evaluation Messages Display

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other Choose Selection Fields

Data

Pers

Pa

Selection

Personnel

Employer

Compar

Payroll a

Pers. are

Employee

Selection options

Action type

Reason for action

Customer-specific status

Special payment status

Personnel area

Personnel subarea

Employee group

Employee subgroup

Organization key

Business area

Legal person

Work contract

Controlling area

Cost center

Selection fields

Personnel

Employer

Compar

Payroll

Pers. are

Employee

Note: Choose any Select field area by clicking to the left of the option. Then click on the choose arrow button.

4. Click Enter

Message

List index

User text

PDC message number

Historical record flag

Time

00:00:00

00:00:00

Layouts

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Time Evaluation Message Display Report

Program Edit Goto System Help

Time Evaluation

8. Click Execute

Further selections Search helps Sort order

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period To

Person selection period To

Payroll period

Selection

Personnel number

Employment status

Company Code

Payroll area

Pers. area/subarea/cost center

Employee group/subgroup

7. Enter Selection criteria

Error attributes

Category of Message Type to

Number of Message Type to

Message type to

List indicator to

User text to

PDC message number to

Historical record flag to

Time 00:00:00 to 00:00:00

Layouts



Time Evaluation Message Display Report

Time Evaluation Messages

9. Click Details

Message type number	Message long text	Personnel number	Employee/app name	Day ID	Logical date
ZE	EE Total Weekly Hrs Less Than Plan	1	Fred Smith	SA	01/24/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	1	Fred Smith	SA	01/31/2004
ZE	EE Total Weekly Hrs Less Than Plan	1	Fred Smith	SA	02/07/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	1	Fred Smith	SA	02/14/2004
ZE	EE Total Weekly Hrs Less Than Plan	1	Fred Smith	SA	02/21/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	1	Fred Smith	SA	02/28/2004
ZE	EE Total Weekly Hrs Less Than Plan	1	Fred Smith	SA	03/06/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	1	Fred Smith	SA	03/13/2004
ZE	EE Total Weekly Hrs Less Than Plan	1	Fred Smith	SA	03/20/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	1	Fred Smith	SA	03/27/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	01/03/2004
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	01/10/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	01/17/2004
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	01/24/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	01/31/2004
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	02/07/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	02/14/2004
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	02/21/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	02/28/2004
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	03/06/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	03/13/2004
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	03/20/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	03/27/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	4	Robin Smith	SA	01/03/2004
ZE	EE Total Weekly Hrs Less Than Plan	4	Robin Smith	SA	01/10/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	4	Robin Smith	SA	01/17/2004
ZE	EE Total Weekly Hrs Less Than Plan	4	Robin Smith	SA	01/24/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	4	Robin Smith	SA	01/31/2004
ZE	EE Total Weekly Hrs Less Than Plan	4	Robin Smith	SA	02/07/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	4	Robin Smith	SA	02/14/2004



Time Evaluation Message Display Report

List Edit Goto Views Settings System Help

Time Evaluation Messages Display

Message type number | Message long text | Personnel number | Empl/appl.name | Day ID | Logical date

Details

ZE	Group description	Cell Content	Fred Smith	SA	12/27/2003
ZE	Message type number	ZF	Fred Smith	SA	01/03/2004
ZE	Message long text	EE Total Pay Cycle Hrs	Fred Smith	SA	01/10/2004
ZE	Personnel number	1	Fred Smith	SA	01/17/2004
ZE	Name of employee or applicant	Fred Smith	Fred Smith	SA	01/24/2004
ZE	Day ID	SA	Fred Smith	SA	01/31/2004
ZE	Logical date	11/23/2002	Fred Smith	SA	02/07/2004
ZE	List indicator	1	Fred Smith	SA	02/14/2004
ZE	Company Code	ARK	Fred Smith	SA	02/21/2004
ZE	Personnel area	FA04			
ZE	Employee group	7	Fred Smith	SA	03/20/2004
ZE	Employee subgroup	U0	Fred Smith	SA	03/27/2004
ZE	Organizational key	FA040000383201	Wanda Ziernski	SA	08/23/2003
ZE	Business Area	0610	Wanda Ziernski	SA	08/30/2003
ZE	Personnel subarea	OAL2	Wanda Ziernski	SA	09/06/2003
ZE	Payroll area	11	Wanda Ziernski	SA	09/13/2003
ZE	Work contract	04	Wanda Ziernski	SA	09/20/2003
ZE	Cost Center	383201	Wanda Ziernski	SA	09/27/2003
ZE	Organizational unit	31706212	Wanda Ziernski	SA	10/04/2003
ZE			Wanda Ziernski	SA	10/11/2003
ZE			Wanda Ziernski	SA	10/18/2003
ZE			Wanda Ziernski	SA	10/25/2003
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	11/01/2003
ZE	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	11/08/2003
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	11/15/2003
ZE	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	11/22/2003
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	11/29/2003
ZE	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	12/06/2003

10. Click Continue

Note: Review information



Time Evaluation Message Display Report

Time Evaluation Messages Display

11. Click Back

Message type number	Message text	number	Employee/app. name	Day ID	Logical date
ZE	EE Total Weekly Hrs Less Than Plan	1	Fred Smith	SA	01/24/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	1	Fred Smith	SA	01/31/2004
ZE	EE Total Weekly Hrs Less Than Plan	1	Fred Smith	SA	02/07/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	1	Fred Smith	SA	02/14/2004
ZE	EE Total Weekly Hrs Less Than Plan	1	Fred Smith	SA	02/21/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	1	Fred Smith	SA	02/28/2004
ZE	EE Total Weekly Hrs Less Than Plan	1	Fred Smith	SA	03/06/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	1	Fred Smith	SA	03/13/2004
ZE	EE Total Weekly Hrs Less Than Plan	1	Fred Smith	SA	03/20/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	1	Fred Smith	SA	03/27/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	01/03/2004
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	01/10/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	01/17/2004
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	01/24/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	01/31/2004
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	02/07/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	02/14/2004
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	02/21/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	02/28/2004
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	03/06/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	03/13/2004
ZE	EE Total Weekly Hrs Less Than Plan	3	Wanda Ziernski	SA	03/20/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	3	Wanda Ziernski	SA	03/27/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	4	Robin Smith	SA	01/03/2004
ZE	EE Total Weekly Hrs Less Than Plan	4	Robin Smith	SA	01/10/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	4	Robin Smith	SA	01/17/2004
ZE	EE Total Weekly Hrs Less Than Plan	4	Robin Smith	SA	01/24/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	4	Robin Smith	SA	01/31/2004
ZE	EE Total Weekly Hrs Less Than Plan	4	Robin Smith	SA	02/07/2004
ZF	EE Total Pay Cycle Hrs < Plan Hrs	4	Robin Smith	SA	02/14/2004



Demonstration

Headcount Changes Report

Human Resources > Personnel Management >
Administration > Info System > Reports >
Organizational Entity > Headcount Changes
(S_L9C_94000095)

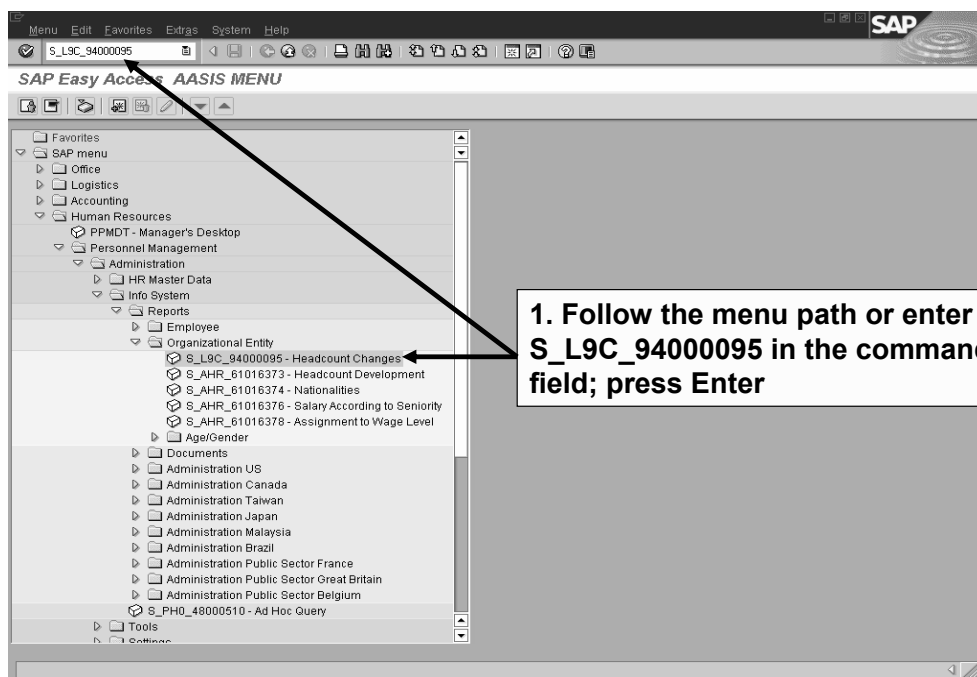


Note: The roles that have authorization to generate this report are:

- State/CLJ/Agency Personnel Management
- State/CLJ/Agency Personnel Administration
- State/CLJ/Agency Employee Benefits Specialist
- CLJ/Agency Employee Benefits Management
- State Benefits Plan Management (EBD)



Headcount Changes Report





Headcount Changes Report

The screenshot shows the SAP 'Headcount Changes' report screen. A menu path is highlighted with arrows: **Goto > Variants > Get...**. A callout box on the left contains the text: **2. Click on Goto>Variants>Get.**

The screen includes the following sections:

- Selection:** Fields for Personnel number, Employment status, Personnel area, Personnel subarea, Employee group, and Employee subgroup.
- Program selections:** Fields for Action Type and Date of action.
- Output format:** A radio button for 'SAP List Viewer'.

Buttons at the top include 'Further selections', 'Search helps', and 'Org. structure'. The 'Get...' menu option is highlighted with a sub-menu showing 'Display...', 'Delete...', and 'Save as Variant...'.

Note: To run this report for a specific action type, skip steps 2 thru 6.

(For example, the DROP action is not one of the variant options. Therefore, you would not use steps 2 thru 6.)

Selecting a specific action type is reflected later in this demonstration.



Headcount Changes Report

The screenshot shows the SAP 'Headcount changes' report interface. At the top is a menu bar with 'Program', 'Edit', 'Goto', 'System', and 'Help'. Below it is a toolbar with various icons. The main area is titled 'Headcount changes' and contains several sections:

- Further selections**: Includes 'Search helps' and 'Org. structure' buttons.
- Period**: Contains radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. Below these are input fields for 'Data Selection Period' and 'Person selection period', each with a 'To' field.
- Selection**: A dropdown menu is open, showing options: 'Variant', 'Environment', 'Created by' (with the value 'DLSCOTT'), 'Changed by', and 'Original language'. An arrow points to the 'Created by' field with the text '3. Delete 'Created by' name from the field.'
- Program s**: Contains a button with a play icon and the text '4. Click Execute'.
- Action Ty**: Contains a dropdown menu.
- Date of action**: Contains input fields for 'Date of action' and 'to'.
- Output format**: Contains a radio button for 'SAP List Viewer' and an icon.



Headcount Changes Report

Program Edit Goto System Help

Headcount changes

Further selections Search helps Org. structure

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period

Person selection period

Selection

Personnel number

Employment status

Personnel area

Personnel subarea

Employee group

Employee subgroup

Business area

Variant catalog for program AQZZ/SAPQUERYIH2STAFF_CHANGES2

Variant name	Short description	Environment	Protect
0710ACTIONS01	headcount changes in Pul...	A	
AETN CHANGES	AETN Changes	A	X
AGENCY RETIREE	Retirees Other Period	A	
AGENCY TERMS	Terminations Other Period	A	
ALL ACTIONS	ALL HEADCOUNT ACTIONS	A	
ARS CLIP RPT	Quarterly CLIP Report Variant	A	
CG HEADCOUNT	headcount changes	A	

6. Click Choose

Program selections

Action Type 27 to

Date of action to

Output format

☒ SAP List Viewer

5. Select a variant



Headcount Changes Report

Program Edit Goto System Help

Headcount changes

Further selections Search helps Org. structure

Period

☐ Today ☐ Current month ☐ Current year

☐ Up to today ☐ From today

☒ Other period

Data Selection Period To

Person selection period To

Selection

Personnel number

Employment status 0

Personnel area

Personnel subarea

Employee group

Employee subgroup

Business area

Program selections

Action Type 27 to

Date of action to

Output format

☒ SAP List Viewer

Note: Automatic default variant code for Action Type (Retirement)



Headcount Changes Report

The screenshot shows the SAP 'Headcount changes' report interface. It includes a menu bar (Program, Edit, Goto, System, Help) and a toolbar. The main area is divided into sections for 'Further selections', 'Search helps', and 'Org. str.'. The 'Further selections' section contains radio buttons for 'Today', 'Up to today', 'Other period', 'Current month', 'From today', and 'Current year'. Below these are fields for 'Data Selection Period' and 'Person selection period', each with 'To' and 'From' date ranges. The 'Search helps' section lists various criteria for selection, including 'Personnel number', 'Employment status', 'Personnel area', 'Personnel subarea', 'Employee group', 'Employee subgroup', and 'Business area'. The 'Org. str.' section shows a tree view of organizational structure. Three callout boxes provide instructions: Box 7 points to the 'Other period' radio button and the date range fields; Box 8 points to the selection criteria list; Box 9 points to the 'Event date' field in the 'Program selections' section.

7. Select Other period, and enter date ranges as weekly, biweekly, monthly, etc.

8. Select criteria for the search.

9. In the Event date field, enter the date ranges as reflected in the 'Other period' field (step 7).

Note: You may click on **Further Selections** to run the report using other selected field areas.

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Note: It is necessary to limit your search by personnel area, business area, etc... Otherwise, your search will run on all participating AASIS agencies.



Headcount Changes Report

Note: Choose any Select field area by clicking the box to the left of the option then click on the Choose arrow button.

10. Click Enter



Headcount Changes Report

Program Edit Goto System Help

Headcount changes

Further selections Search helps Org. structure

Period

Current month
Current year

Data Selection Period To
Person selection period To

Selection

Personnel number		
Employment status	0	
Personnel area		
Personnel subarea		
Employee group		
Employee subgroup		
Business area		

Program selections

Action Type Z7 to
Date of action to

Output format

SAP List Viewer

12. Click Execute

11. Enter information for the chosen Selection options



Headcount Changes Report

Note: After the report has been generated, click here to print the report.

Note: You can click the Spreadsheet icon to transport to Excel.

Personnel No.	First name	Last name	Entry	Act.	Name of action type	12/09/2003	21704591	627017	100% Federally Funded STWIDE	PArea	Personnel Area Text
00000496	Abbie	Abley	12/08/2003	Z5	Termination	12/09/2003	21704591	627017	100% Federally Funded STWIDE	HL83	Howard County
00000503	Andy	Apple	12/08/2003	Z5	Termination	12/09/2003	21704571	627017	IHS Home Health STWIDE PHP	HL98	Department of Health
00000504	Bob	Barker	12/08/2003	Z5	Termination	12/09/2003	21705286	627017	Clinical Microbiology Lab-Shared Svcs	HL34	Department of Health
00000505	Bill	Barker	12/08/2003	Z5	Termination	12/09/2003	21704807	627017	Immunology Lab-Shared Svcs	HL34	Department of Health
00000506	Barney	Barns	12/08/2003	Z5	Termination	12/09/2003	21704687	627017	IHS Hospice STWIDE PHP	HL98	Department of Health
00000507	Becky Sue	Bason	12/08/2003	Z5	Termination	12/09/2003	21704664	627017	Family Planning 51	HL51	Garland County
00000508	Betsy	Beavers	12/08/2003	Z5	Termination	12/09/2003	21704952	627017	General Sanitation 02	HL02	Clark County
00000509	Benjamin	Beavers	12/08/2003	Z5	Termination	12/09/2003	21704853	627017	Immunizations STWIDE PHP	HL34	Department of Health
00000510	Bobbie	Blake	12/08/2003	Z5	Termination	12/09/2003	21704481	627017	Home Health 30	HL30	Deshia County
00000511	Brittany	Blake	12/08/2003	Z5	Termination	12/09/2003	21704927	627017	Financial Management-Shared Svcs	HL87	Department of Health
00000512	Bob	Boone	12/08/2003	Z5	Termination	12/09/2003	21705014	627017	Nuclear Planning & Response-Shared...	HL34	Department of Health
00000513	Betty	Bricks	12/08/2003	Z5	Termination	12/09/2003	21704685	627017	Hospice 61	HL61	Van Buren County
00000514	Bubba	Brown	12/08/2003	Z5	Termination	12/09/2003	21704604	627017	100% Federally Funded STWIDE	HL14	Monroe County
00000515	Bria	Blake	12/08/2003	Z5	Termination	12/09/2003	21704627	627017	Personal Care SW Ham	HL16	Ouachita County
00000516	Cameron	Cairns	12/08/2003	Z5	Termination	12/09/2003	21705173	627017	Immunizations 24	HL23	Yell County
00000517	Cal	Callaway	12/08/2003	Z5	Termination	12/09/2003	21705210	627017	100% Federally Funded STWIDE	HL71	Searcy County
00000518	Candy	Cane	12/08/2003	Z5	Termination	12/09/2003	21705014	627017	Food Chemistry Lab-Shared Svcs	HL34	Department of Health
00000519	Crystal	Canes	12/08/2003	Z5	Termination	12/09/2003	21705148	627017	IHS Shared Admin STWIDE PHP	HL98	Department of Health
00000522	Catlyn	Connor	12/08/2003	Z5	Termination	12/09/2003	21705119	627017	100% Federally Funded STWIDE	HL98	Department of Health
00000523	Colleen	Cashmere	12/08/2003	Z5	Termination	12/09/2003	21704853	627017	100% Federally Funded STWIDE	HL85	Crittenden County
00000524	Charlie	Chann	12/08/2003	Z5	Termination	12/09/2003	21705281	627017	Plumbing CE General	HL51	Garland County
00000525	Cindy	Childs	12/08/2003	Z5	Termination	12/09/2003	21704658	627017	100% Federally Funded STWIDE	HL46	Boone County

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Note: The 'Entry' column reflects the date the employee was entered in the system. The 'From' column reflects the date the employee entered in DROP.



Questions and Answers

